

DCF 252.42 Personnel.**(1) STAFF: PAID AND VOLUNTEER.**

(a) Each day camp shall have a person designated as camp director on the premises at all times. If the camp director is not on the premises, a similarly qualified adult shall be present. The camp director shall be responsible for the administration of the camp, including program operations, staff supervision, business operations, food service, health service, and other supportive services.

Exceptions will not be granted for staff who do not meet entry-level training qualifications.

(b) The camp director shall be at least 21 years of age and shall meet one of the following criteria:

1. Have at least 2 years of supervisory or administrative experience in an organized camp or children's program; or
2. Have a bachelor's degree in outdoor education, recreation, social work, psychology, child development or education or in another camp-related field.

(c) Counselors, whether paid or unpaid, who are counted in determining the counselor-to-child ratio shall be at least 18 years of age and have completed high school or the equivalent as determined by the department of public instruction.

A General Education Diploma (GED) or High School Equivalency Diploma (HSED) are diplomas that are equivalent to a high school diploma.

(d) Counselors who are considered in determining counselor-to-child ratio may not provide care to children more than 10 hours in any 24-hour period. Camps providing an occasional overnight activity for children enrolled in the camp may allow a counselor to exceed the maximum 10-hour per day work schedule to permit the counselor to remain with the children during the overnight session.

(e) In the absence of a regular staff member, there shall be a similarly qualified substitute.

(2) STAFF TRAINING.

(a) Each day camp shall develop a written pre-camp training plan. A copy of the plan shall be submitted to the department for approval and implemented as approved. The plan shall include all of the following:

1. A review of the applicable parts of this chapter.
2. A review of camp policies and procedures are required under s. DCF 252.41(1)(f) and (g).

See DCF 252.41 (1) (g) 1. – ADMISSION POLICY INCLUDES A PROCEDURE TO CONTACT A PARENT WHEN A CHILD IS ABSENT WITHOUT PRIOR NOTIFICATION. The procedure must include how and when parents will be notified, including how long after a child's normal or scheduled starting time the notification will be attempted. (For instance, a child is scheduled to arrive at 7:30 a.m., camp waits until 9 a.m. to notify parent if the child did not arrive.). The rule does not require that the camp talk with or track down a parent to notify. Messages can be left on an answering machine or voice mail or with an emergency contact person. It is recommended that the camp document attempts to notify a parent.

If camp provides transportation services from home to camp, procedure should address how the camp is to be notified that a child is not attending that day (i.e., sign in the window of the home that child is not attending, prior notification to the center that child not attending, a second adult on the vehicle walks to the door to pick up the child, told at the door that child is not attending, etc.). If the center is not notified that a child will not attend, the parent must be notified if the child does not arrive at the camp as expected.

See DCF 252.41 (1) (g) 3 – TRANSPORTATION POLICY INCLUDES PROCEDURE TO ENSURE THAT ALL CHILDREN HAVE EXITED THE VEHICLE. Procedure should include how camp will ensure that all children have exited the vehicle into the physical care of a staff person or another responsible person (e.g., physical walk through of the vehicle, alarms at the rear of the vehicle that require a person to walk to the back to manually shut off alarm, check off list of children who are on the vehicle and who have left the vehicle and been delivered to a caregiver); and should be followed whenever children are being transported either in camp-owned vehicles or camp-contracted transportation.

252.42(2)(a)3.

3. Job responsibilities in relation to job descriptions.
4. Training in the recognition of childhood illnesses and infectious disease control, including handwashing procedures and universal precautions for handling body fluids.

Note: A copy of the universal precautions may be obtained from the Child Care Information Center by calling 800-362-7353 or from the Occupational Health Section, Bureau of Public Health, Department of Health Services, 1 W. Wilson St. Madison, WI 53703.

5. Daily activity plans and schedules.
6. Emergency first aid.

A Red Cross course or other formal course in first aid is not required. The First Aid Chart prepared by the Committee on Accident Prevention and the Subcommittee on Accidental Poisoning, American Academy of Pediatrics is recommended as an appropriate training tool. Contact the American Academy of Pediatrics at (888)227-1770 or www.aap.org/bookstore.

It is recommended that staff receive training in

- *Emergency procedures followed in bringing a child to emergency medical care.*
- *Routine procedures for treatment of minor injuries.*
- *First aid measures for serious accidents.*
- *Planned source of emergency medical care.*

7. Review of plans required under ss. DCF 252.41(1)(g) and 252.43(2) including the plan for what happens if a child is missing, fire and tornado plans and the supervised swim plan if applicable.

8. The procedure for ensuring that camp counselors know the children assigned to their care and their whereabouts at all times.

9. Training in the use of fire extinguishers and recognition of local poisonous plants, snakes and other potential hazards on the premises, and procedures to be followed to protect the children from these hazards.

10. Review of child abuse and neglect laws, and the camp reporting procedures.

11. Information on the care of children with disabilities enrolled in the camp and the procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any person who may be assigned to care for that child throughout the day.

12. Child management techniques.

13. Department-approved training in shaken baby syndrome prevention and appropriate ways to manage crying, fussing or distraught children for any person who will be providing care and supervision to children under 5 years of age.

Shaken baby syndrome prevention training must be conducted by a person who has completed a department-approved "train the trainer" session and who appears on the list of approved trainers maintained by the department on the Child Care Information Center website. http://dpi.wi.gov/ccic/edu_shakeprevention.html. An approved trainer could be a member of the camp staff or another agency.

If a camp is licensed to care for only children age 5 and above, training in shaken baby syndrome prevention is not required.

(b) All counselors, whether paid or unpaid, who are counted in determining the counselor-to-child ratio shall have pre-camp training. The pre-camp training shall be for a minimum of 24 hours and shall include orientation at the base camp.

Exceptions will not be granted for staff who have not completed pre-camp training.

See DCF 252.42(2)(e) – CPR TRAINING REQUIREMENTS. CPR may be included in pre-camp training.

252.42(2)(c)

(c) Campers' parents serving as counselors and volunteers who are not used to meet the counselor-to-child ratio, may be exempted from the 24 hour pre-camp training if the following conditions are met:

It is recommended that the camp request that volunteers completed a Background Information Disclosure form prior to permitting them to have contact with the children in care.

1. The parent or volunteer receives at least 4 hours of training in day camp programming required under par. (a), including orientation at the base camp.

2. The parent or volunteer works under the supervision of a counselor who has met the training requirements specified in par. (b).

(d) The camp director shall plan and implement monthly staff meetings which will provide ongoing supervision and in-service training for the staff.

(e) All camp staff in regular contact with the children, including the camp director and counselors shall obtain and maintain a current certificate of completion for child and adult cardiopulmonary resuscitation (CPR) including department-approved training in the use of an automatic external defibrillator prior to working with children. The CPR training may be included in pre-camp training.

The CPR training must result in a certificate of completion. If the certificate of completion does not have a date specifying the length of time for which it is valid, the CPR training must be renewed every year.

See DCF 252.42 (2) (b) – PRE-CAMP TRAINING REQUIREMENT. If CPR is included in pre-camp training, the amount of time required for pre-camp training does not need to be extended by the time it takes to complete CPR. All required components of the pre-camp training must in covered in addition to CPR.

(f) The camp director shall coordinate the volunteer program and keep on file documentation of the hours worked for volunteers who are included in determining the counselor-to-child ratio.

(g) Camp staff, including the camp director, camp counselors, and volunteers counted in the counselor-to-child ratio shall be physically, mentally and emotionally able to provide responsible care for children.

(3) STAFFING AND SUPERVISION

(a) Each child shall be closely supervised at all times to guide the child's behavior and activities, prevent harm and assure safety.

See DCF 252.04(25) – DEFINITION OF SUPERVISION OF CHILDREN.

See DCF 252.42.(3)(g) – IMPLEMENT A PROCEDURE TO ENSURE THAT THE NUMBER, NAMES AND WHEREABOUTS OF CHILDREN ARE KNOWN TO THE ASSIGNED COUNSELOR.

(b) The ratio of counselors to children may not be less than the minimum number of counselors to children specified in Table DCF 252.42.. When there is a mixed-age group, the counselor-to-child ratio shall be adjusted on a prorata basis, according to age.

Note: The department's form, Counselor-to-Child Ratio Worksheet may be used to prorate the staff-to-child ratio for mixed age groups. The department form is available from any of the regional licensing offices in Appendix A or from the department's website, <http://dcf.wisconsin.gov>.

TABLE DCF 252.42 COUNSELOR-TO-CHILD RATIO FOR CHILDREN IN A DAY CAMP	
Age of Children	Minimum Number of Counselors to Children
3 Years to 4 Years	1:4
4 Years to 5 Years	1:6
5 Years and 6 Years	1:12
7 Years and Over	1:18

252.42(3)(b)Note: continued

SEE DCF 252.42 (3) (f) – CHILDREN AGE 7 AND OVER IN A GROUP WITH CHILDREN AGES 3 AND 4. When children with ages between 3 and 6 are combined in a group, the camp may prorate the counselor to child ratio using the Counselor-to-Child Worksheet to determine the appropriate ratio. If children aged 7 and above are combined with children ages 3 and 4, the provision under DCF 252.42 (3) (f) applies.

When using the Counselor-to-Child Ratio Worksheet – Day Camp for Children, any total numerical weight below .05 is considered statistically insignificant and should be dropped. For example, if the total numerical weight is 1.05 or above, two staff persons are required. If the total numerical weight is 1.04, drop the .04 and only 1 staff member is required.

See DCF 252.42 (1) (c) – COUNSELOR REQUIREMENTS. A person under the age of 18 may not work as a camp counselor and may not be counted in the counselor-to-child ratio.

(c) Support staff, such as maintenance, clerical, housekeeping and food service staff, may only be considered in determining counselor-to-child ratios under the following circumstances:

1. During those hours when the support staff give full attention to the care and supervision of children.
2. If the support staff meet the qualifications of a camp counselor.

(d) The camp director shall be at the camp during the hours of operation, unless the children are on a field trip in which case the camp director shall accompany the children. When some of the children are on a field trip and others are at the base camp, the camp director may accompany the children on the field trip if there is a reliable method of communicating easily with the camp. If the camp director is not present either at the base camp or on a field trip, another qualified person shall be identified in a written delegation of administrative authority, present at the camp and authorized to make decisions for the camp.

(e) When 9 or more children are present at the camp, there shall be at least 2 adults available at all times and at least one of the adults shall be a counselor.

The second adult may be a cook, maintenance worker, secretary, or other person who does not normally work with children as long as the person is aware that they may be asked for assistance in case of an emergency. The waterfront supervisor may be counted as the second adult as long as children are not in the water during the time the waterfront supervisor is serving in this capacity. If children are in the water or waterfront area, the waterfront supervisor may not be used as the required second adult.

(f) When children 7 years of age and older are served in the same group with children ages 3 and 4, the ratio of counselors to children in the group shall be consistent with the requirements for the youngest children in the group as specified in Table DCF 252.42.

See DCF 252.42 (3) (b) – MIXED AGE GROUP AND COUNSELOR TO STAFF RATIOS. When only children between the ages of 3 and 6 years are cared for in the same group, the Counselor-to-Child Ratio Worksheet may be used to determine the number of staff necessary to care for children.

(g) All children in care shall be assigned to a counselor. The camp shall implement a procedure to ensure that the number, names, and whereabouts of children in care are known to the assigned camp counselor at all times.

At any time throughout the day (hours of operation), the camp must have a written or documented system to determine how many children are present and the names of children that are present. The camp is responsible for children (i.e., knowing their whereabouts) from the time child arrives at the camp or is picked up in a camp-provided vehicle.

(h) A child may not be released to any person who has not been previously authorized by the parent.

A parent may authorize a person to pick up a child through a fax, e-mail or phone call. It is recommended that the camp retain documentation of the authorization and that the camp check the identification of the person picking up the child.

252.42(3)(i)

(i) Camp counselors shall not engage in any duties that are not related to caring for children when they are counted in meeting the counselor-to-child ratios.

Acceptable duties could include routine daily housekeeping in the area where the children are such as dusting, floor sweeping, table/chair washing, straightening the room, putting out bag lunches with milk, preparing snack in the room, etc., if these are part of the counselor's job responsibility prescribed by the camp.

Unacceptable duties include floor scrubbing, mopping, window washing, wall painting or washing, floor wax removal, yard work and other major tasks which prevent the counselor from giving full time and attention to the children in care.

In camps where space used by children is used for other purposes outside the hours of operation, prohibited duties include moving furnishings and equipment into storage before children have departed.

If support staff are used as counselors, the schedule of differing job responsibilities in relation to counselor-to-child ratios must be determined. An example may be a counselor who prepares a snack or meal which requires no more than 10 minutes time and who is immediately accessible in case of emergency is still considered to be a counselor while performing these tasks. If food preparation takes more than 10 minutes and/or removes the counselor from immediate availability, the counselor is considered to be support staff for that time period and does not count in determining counselor-to-child ratios.

A counselor may not counted in ratio during times he/she is cooking, typing, or cleaning bathrooms, etc.

(j) Children of staff who attend the camp and who are on the premises for supervision and care shall be included in determining counselor-to-child ratios.

(k) When 9 or more children are on a field trip at least 2 adults shall accompany the children. The counselor-to-child ratios in Table DCF 252.42 shall be met on field trips.

(4) HEALTH.

(a) No licensee, employee, volunteer, visitor or parent with symptoms of communicable disease, reportable under ch. DHS 145, or serious illness, which presents a safety or health risk to children may be in contact with the children in care.

(b)1. No licensee, employee, volunteer, visitor, or parent whose behavior gives reasonable concern for the safety of the children may be in contact with the children in care.

2. The department may require a licensee, employee or other person in contact with the children in care, whose behavior gives reasonable concern for the safety of children, to submit to an examination by a licensed mental health professional as a condition of licensure or employment.

(c) No person with a health history of typhoid, paratyphoid, dysentery or other diarrheal disease may work in a camp until it is determined by appropriate tests that the person is not a carrier of the disease.